



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-652

Date: September 12, 2011

3 FAM 3620 FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FEGLI) PROGRAM

Changes

1. **3 FAM 3620, Federal Employees Group Life Insurance (FEGLI)**

Program: The text and format of this subchapter has been revised throughout. Therefore, revisions will not be shown in italic dark magenta in this issuance. Substantive changes include:

- **3 FAM 3623.2, Office of Federal Employees' Group Life Insurance, paragraph c:** OFEGLI is located at P. O. Box 6512, Utica, NJ 13504-6512;
- **3 FAM 3623.3, Agency Life Insurance Officer, paragraph b:** For State, HR/ER/WLD; and for USAID, OHR/ELR;
- **3 FAM 3625.3, Additional Optional—Option B, paragraph b:** The cost of Option B insurance depends on your age. When you have a birthday that moves you to another age group, you will begin paying the premiums for the new age group in the first pay period that starts after your birthday. The premiums increase depending on your age group. To find out the amount of the premium, check the U.S. Office of Personnel Management (OPM) Web site;
- **3 FAM 3625.4, Family Optional—Option C, paragraphs d and e:** The cost for Option C insurance remains the same regardless of the number of eligible dependent children. Dependent children must be unmarried and under age 22, or if 22 or older, incapable of self-support. Dependent children include the employee's children, adopted children, foster children, and stepchildren (if they are living with the employee in a regular parent-child relationship), and recognized

natural children. Stillborn children are **not** covered. Grandchildren are covered only if they meet the requirements of foster children. The cost of Option C insurance depends on your age, and the number of multiples you elect. When you have a birthday that moves you to another age group, you will begin paying the premiums for the new age group in the first pay period that starts after your birthday. The premiums increase depending on your age group. To find out the amount of the premium, check the U.S. Office of Personnel Management (OPM) Web site;

- **3 FAM 3628, Reconsideration and Appeal, paragraph a:** For USAID, these determinations are made by the Office of Employee and Labor Relations (OHR/ELR); and
 - **3 FAM 3629, New Election Opportunity for Certain Employees:** Section 1103 of the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (NDAA) provides an opportunity for certain employees who have previously waived FEGLI coverage to elect certain types of coverage as described herein. The election may be made outside of an open season and without experiencing a life event or providing medical information. Qualifying employees will be employees of any agency who are deployed, (i.e., assigned) in support of a contingency operation, as defined by Section 101(a)(13) of Title 10. Elections must be made within 60 days after the date of notification of deployment, (i.e., assigned). As of the effective date of this section, only our employees in Iraq and Afghanistan have been “deployed in support of” contingency operations within the meaning of this section. Qualifying employees may elect the following FEGLI coverage (see 3 FAM 3625): (1) Basic; and if they elect or already have Basic; (2) Option A (standard) coverage; and/or (3) Option B (additional) coverage, from one to five multiples.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume’s transmittal acronym and numerical series remains in place.
 3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 3620 (CT:PER-563, 08-30-2005; 7 pages) and insert revalidated subchapter 3 FAM 3620 (8 pages).

2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:PER-652, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(HR/ER/WLD)